OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI
BUDGET UNIT: SAP CLB

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 29 branches in the unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library provides access to information through its collection of approximately 1,200,000 items as well as 300 Internet Accessible Public Computers. Cultural and educational programs for all ages are provided at Branch locations. The County Library system is financed primarily through property taxes.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	11,749,004	12,217,331	11,536,150	11,561,194
Total Financing Sources	11,930,075	11,759,634	11,697,656	10,875,152
Fund Balance		457,697		686,042
Budgeted Staffing		212.0		209.2
Workload Indicators				
Circulation	2,931,733	3,025,100	2,902,322	2,900,000
Reference Inquiries	567,531	599,700	547,728	625,000
Branches	28	28	29	29
Total Branch Hours	66,632	66,700	67,864	67,800
Patron Visits	3,124,386	3,200,000	3,309,508	3,350,000

Actual expenditures for 2002-03 were \$681,181 less than originally budgeted. The Department experienced a \$221,596 savings in salaries and benefits due to the countywide hiring freeze and its related impact on filling vacant positions. Also, book purchases were curtailed by \$285,375 in response to a cutback in state revenues. The remaining savings of \$174,210 is primarily the result of County Library contracting for fewer professional services than initially projected.

Branch hours and patron visits have increased resulting from the addition of the Serrano Branch Library during 2002-03. However, the library materials circulation has remained virtually unchanged due to significant reductions to the book budget.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

The department's 2003-04 budgeted staffing has a net decrease of 2.8 positions from the prior year. Included in base budget is the addition of 1.0 Librarian I for the Highland Environmental Learning Center Project and 0.6 Library Associate for the new Serrano Branch Library, which were both approved by the Board as mid-year adjustments during 2002-03. There is a reduction in budgeted staffing of 3.4 positions (1.0 Librarian IV, 1.0 Clerk II, 1.0 Library Assistant, and 0.4 Library Pages) due to the frequent turnover of positions in these two classifications. Per Board direction 1.0 vacant budgeted Librarian II position that was not in recruitment was deleted during budget adoption.

PROGRAM CHANGES

The Board approved an increase in fines for overdue books and audio-visual materials, as well as approving a new computer printing fee. The additional revenue from these fee revisions, which is estimated to be \$249,000 per year, will be used primarily to augment the Department's book budget. The 2003-04 budget reflects this additional revenue and corresponding appropriations.

County Library's 2003-04 budget also reflects a \$762,942 reduction in purchases in library materials. This decrease was necessitated by further cuts in state revenues.

COUNTY LIBRARY

GROUP: Economic Development/Public Services DEPARTMENT: County Library

FUND: Special Revenue SAP CLB

FUNCTION: Education ACTIVITY: Library

2003-04

				2003-04		
Selaries and Benefits					Board Approved	
Appropriation Salarines and Benefits 7,014,967 7,236,552 7,954,965 (150,481) 7,804,505 Services and Supplies 3,783,388 4,103,468 3,607,989 (483,410) 3,214,575 Central Computer 100,104 100,104 100,104 120,095 73,000 Other Charges 75,560 112,395 112,395 112,395 530 112,395 Structures & Improvement 7,475				• •	_	
Salaries and Benefits	Annropriation	Actuals	Approved Budget	Dase Dudget	Dase Duuget	i mai buuget
Services and Supplies 3,783,388 4,103,488 3,697,899 (483,410) 3,214,575 73,000 Other Charges 75,560 112,395 112,395 1530 112,925 112,995 1500 112,925 112,995 11		7 014 957	7 236 552	7 954 985	(150 481)	7 804 504
Central Computer 100,104 100,104 100,104 101,040 (27,095) 73,005 112,925 Structures & Imprivits 7,475 9					, , ,	
Cher Charges	• •				, , ,	
Equipment	•					112,925
véhicles 29 475 32,000 32,000 (32,000) 32,000 (32,000) 550,700 229,363 520,707 Total Exp Authority 11,923,617 12,840,589 12,953,543 (1,077,819) 11,875,724 Reimbursements (387,367) (423,258) (423,258) (10,77,819) 11,875,724 Reimbursements (387,367) (423,258) (423,258) (10,77,819) 11,875,724 Total Appropriation 11,536,150 12,217,331 12,530,265 (369,091) 11,616,119 Revenue Taxes 7,892,701 7,692,850 8,550,649 - 8,250,648 Current Services 889,494 7,650,000 838,631 241,369 1,080,000 State, Fed or Gov't Ald 1,555,748 1,692,043 1,373,567 (729,664) 643,900 Other Francing Sources 11,394,085 11,459,834 11,772,588 (1,185,436) 10,587,152 Budgeted Staffing 21,697,697 457,697 457,697 228,345 686,042 Total Changes Include	Structures & Imprvmts.	-	306,000	306,000	(156,000)	150,000
Transfers 912,578 750,070 750,070 (229,363) 520,707 Total Exp Authority 11,225,517 12,840,599 12,953,543 (1,077,819) 11,875,725 Relimbursements (387,367) (423,258) (423,258) (423,258) (499,091) (314,530) Total Appropriation 11,536,150 12,217,331 12,530,285 (969,091) (314,530) Taxes 7,892,701 7,692,850 8,250,649 - 8,250,649 - 8,250,649 Current Services 889,494 765,000 838,631 241,369 1,080,000 State, Fed or Govt Aid 1,555,748 1,682,043 1,373,567 (729,664) 643,900 Other Revenue 1,055,142 1,309,741 1,309,741 (697,141) 612,600 Total Revenue 1,396,5142 1,309,741 1,309,741 (697,141) 612,600 Total Financing Sources 303,571 300,000 300,000 (12,000) 288,000 Total Financing Sources 11,697,656 11,759,634 12,725,88 (1,197,436) 10,871,155 Fund Balance 12,227 Risk Management Workers Comp. Salaries and Benefits Total Changes Included in Board Approved Base Budget Salaries and Supplies (84,000) Reduction to professional services to offset increased state aid per Board Item dated October 8, 2002 Current Services 73,333	Equipment	7,475	-	-	-	-
Total Exp Authority	Vehicles	29,475	32,000	32,000	(32,000)	-
Reimbursements (387,367) (423,258) (423,258) 108,728 (314,537) Total Appropriation 11,536,150 12,217,331 12,530,285 (969,091) 11,561,194 Revenue Taxes 7,892,701 7,692,850 8,250,649 - 8,250,649 Taxes 7,892,701 7,692,850 8,250,649 - 8,250,649 Current Services 889,494 765,000 638,631 241,369 1,080 State, Fed or Gov1 Aid 1,555,748 1,692,043 1,373,567 (729,664) 643,903 Other Revenue 10,561,42 1,309,741 1,309,741 (697,141) 612,601 Total Revenue 11,394,085 11,459,634 11,772,588 (1,185,436) 10,587,152 Other Financing Sources 303,571 300,000 300,000 (12,000) 228,000 Total Financing Sources 11,697,656 11,759,634 12,072,588 (1,197,436) 10,877,5152 Budgeted Staffing 212.0 213.6 (4.4) 209,47 Fund Balance 457,697 457,697 228,345 686,042 Salaries and Benefits 214,151 MOU. Adv.355 Retirement. 12,227 Risk Management Workers' Comp. 29,000 0,6 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approve October 29, 2002. 7718,433 Services and Supplies (34,400) Reduction to professional services to offset increased salaries & benefits. (38,479) Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002. 7718,433 (43,400) Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002. (30,400) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (31,479) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (31,479) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (31,479) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (31,479) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (31,479)	Transfers	912,578	750,070	750,070	(229,363)	520,707
Total Appropriation	Total Exp Authority	11,923,517	12,640,589	12,953,543	(1,077,819)	11,875,724
Revenue Taxes	Reimbursements	(387,367)	(423,258)	(423,258)	108,728	(314,530)
Taxes	Total Appropriation	11,536,150	12,217,331	12,530,285	(969,091)	11,561,194
Taxes					, ,	
State, Fed or Gov't Aid 1,555,748 1,692,043 1,373,567 (729,664) 643,905 Total Revenue 11,394,085 11,459,634 11,772,588 (1,185,436) 10,587,152 Other Financing Sources 303,571 300,000 300,000 (12,000) 288,000 Total Financing Sources 11,697,656 11,759,634 12,072,588 (1,197,436) 10,875,152 Budgeted Staffing 212.0 213.6 (4.4) 209.3 Fund Balance 457,697 457,697 228,345 686,042 Salaries and Benefits 7 total Changes Included in Board Approved Base Budget Salaries and Benefits 214,151 MOU.		7,892,701	7,692,850	8,250,649	-	8,250,649
Other Revenue 1,056,142 1,309,741 1,309,741 (697,141) 612,600 Total Revenue 11,394,085 11,459,634 11,772,588 (1,185,436) 10,587,152 Other Financing Sources 11,697,656 11,759,634 12,072,588 (1,197,436) 10,875,152 Budgeted Stafffing 212.0 213.6 (4.4) 209.2 Fund Balance 457,697 457,697 228,345 686,042 Total Changes Included in Board Approved Base Budget 214,151 MOU. 2414,151 MOU. 2407,355 Retirement. 12,927 Risk Management Workers Comp. 29,000 0.6 budgeted Library Associate for new Serrano Branch, Board approved September 27, 2002. 55,000 1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved Colober 29, 2002. 718,433 Services and Supplies (84,000) Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002. Revenue Taxes 557,799 Projected increase in service tees revenues based on 2002-03 estimates. State, Fed or Govt Aid (318,476)	Current Services	889,494	765,000	838,631	241,369	1,080,000
Total Revenue 11,394,085 11,459,634 11,772,588 (1,185,436) 10,587,152	State, Fed or Gov't Aid	1,555,748	1,692,043	1,373,567	(729,664)	643,903
Other Financing Sources 303,571 300,000 300,000 (12,000) 288,000	Other Revenue	1,056,142	1,309,741	1,309,741	(697,141)	612,600
Total Financing Sources	Total Revenue	11,394,085	11,459,634	11,772,588	(1,185,436)	10,587,152
Budgeted Staffing 212.0 213.6 (4.4) 209.2	Other Financing Sources	303,571	300,000	300,000	(12,000)	288,000
Fund Balance 457,697 457,697 228,345 686,042 Salaries and Benefits 214,151 MOU. 407,355 Retirement. 12,927 Risk Management Workers' Comp. 29,000 0.6 budgeted Library Associate for new Serrano Branch, Board approved September 27, 2002. 55,000 1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002. 718,433 Services and Supplies (84,000) Reduction to professional services to offset increased salaries & benefits. (318,476) Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002. (3,030) Incremental change in EHAP. Revenue Taxes 557,799 Projected increase in property tax revenue to offset above costs. Current Services 73,631 Projected increase in service tees revenues based on 2002-03 estimates. State, Fed or Gov't Aid (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. Total Appropriation Change 312,954 Total Appropriation Change 312,954 Total Financing Sources Change 11,759,634 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Financing Sources 11,759,634 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	Total Financing Sources	11,697,656	11,759,634	12,072,588	(1,197,436)	10,875,152
Salaries and Benefits Total Changes Included in Board Approved Base Budget 214,151 MOU 407,355 Retirement. 12,927 Risk Management Workers' Comp. 29,000 0.6 budgeted Library Associate for new Serrano Branch, Board approved September 27, 2002. 55,000 1.0 budgeted Library Associate for new Serrano Branch, Board approved September 27, 2002. 55,000 1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002. 718,433 Reduction to professional services to offset increased salaries & benefits. (318,476) Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002. (3,003) Incremental change in EHAP. Projected increase in property tax revenue to offset above costs. Projected increase in service tees revenues based on 2002-03 estimates. Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. (318,476)	Budgeted Staffing		212.0	213.6	(4.4)	209.2
Salaries and Benefits	Fund Balance		457,697	457,697	228,345	686,042
Services and Supplies (84,000) Reduction to professional services to offset increased salaries & benefits. (318,476) Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002. (3,003) Incremental change in EHAP. Revenue Taxes Current Services State, Fed or Gov't Aid (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. Total Appropriation Change 312,954 Total Fund Balance Change Total 2002-03 Appropriation 12,217,331 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588		29,00	00 0.6 budgeted Library Asso 00 1.0 budgeted Librarian I to	ociate for new Serrano Branch		
Revenue Taxes Current Services State, Fed or Gov't Aid Total Appropriation Change Total Fund Balance Change Total Fund Balance Change Total 2002-03 Appropriation Total 2002-03 Financing Sources Total Base Budget Appropriation Total Base Budget Appropriation Total Base Budget Financing Sources	Services and Supplies		33	services to offset increased s	alaries & benefits	
Taxes Current Services State, Fed or Gov't Aid Total Appropriation Change Total Fund Balance Change Total 2002-03 Appropriation Total 2002-03 Financing Sources Total Base Budget Appropriation Total Base Budget Financing Sources Total Base Budget Financing Sources Taxes 557,799 Projected increase in property tax revenue to offset above costs. Frojected increase in service fees revenues based on 2002-03 estimates. Frojected increase in service fees revenues based on 2002-03 estimates. Frojected increase in service fees revenues based on 2002-03 estimates. Frojected increase in service fees revenues based on 2002-03 estimates. Total Appropriation Change 312,954 Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	octivities and oupplies	(318,47	76) Reduction to book budget 03) Incremental change in EH	to offset decreased state aid		ber 8, 2002.
Taxes Current Services T3,631 Projected increase in property tax revenue to offset above costs. Projected increase in service fees revenues based on 2002-03 estimates. State, Fed or Gov't Aid (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. Total Appropriation Change 312,954 Total Financing Sources Change Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	Revenue	(133)	<u>-7</u>			
Current Services State, Fed or Gov't Aid (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. Total Appropriation Change 312,954 Total Financing Sources Change Total Fund Balance Change - Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588		557.79	Projected increase in prop	perty tax revenue to offset abo	ve costs.	
State, Fed or Gov't Aid (318,476) Reductions to state aid after final approval of state budget per Board item dated October 8, 2002. Total Appropriation Change 312,954 Total Financing Sources Change - Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588			_			
Total Appropriation Change 312,954 Total Financing Sources Change 312,954 Total Fund Balance Change - Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588						
Total Financing Sources Change 312,954 Total Fund Balance Change - Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	State, Fed or Gov't Aid	(318,47	76) Reductions to state aid aft	ter final approval of state budg	get per Board item dated O	ctober 8, 2002.
Total Financing Sources Change 312,954 Total Fund Balance Change - Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	Total Appropriation Change	312,95	 54			
Total Fund Balance Change - Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588						
Total 2002-03 Appropriation 12,217,331 Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	-	-	, ·			
Total 2002-03 Financing Sources 11,759,634 Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588			<u>—</u>			
Total 2002-03 Fund Balance 457,697 Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	Total 2002-03 Appropriation	12,217,33	31			
Total Base Budget Appropriation 12,530,285 Total Base Budget Financing Sources 12,072,588	Total 2002-03 Financing Sources	11,759,63	34			
Total Base Budget Financing Sources 12,072,588	Total 2002-03 Fund Balance	457,69	97			
Total Base Budget Financing Sources 12,072,588	Total Base Budget Appropriation	12,530,28	 35			
	Total Base Budget Fund Balance	457 69	97			

COUNTY LIBRARY

		Board Approved Changes to Base Budget
Salaries and Benefits	(150,481)	Decrease of 1.0 Librarian IV (\$75,000), 1.0 Librarian II (\$60,000), and 1.0 Clerk II (\$32,000), as well as a 1.4 decrease for various Library Assistant/Library Page positions (\$37,000). These decreases are partially offset by step increases of \$53,519.
Services and Supplies	79,757	Increase in telecommunications expenses and ISD costs.
	(444,466)	Reduction of materials budget.
	(150,000)	Decrease in PCs and non-inventoriable equipment.
	45,000	Increased reimbursement to Friends groups for video rentals.
	49,066	Increased general office expenses.
	(106,000) 49,678	Reduced budgets for the following: Professional services (\$16,000), software (\$35,000) Training (\$13,000), Publications (\$11,000), Printing (\$12,000), Utilities (\$9,000), and Travel (\$10,000). Increase of COWCAP.
	30,310	Increase in advertising costs (\$9,000), custodial services (\$10,000) and a net increase in various other accounts (\$11,310).
	(36,755)	GASB 34 acounting change (EHAP).
	(483,410)	
Central Computer	(27,095)	
Other Charges	530	Increased debt service on Infrastructure Bank loan (financed Apple VIy Library Construction).
Structures/Improvements	(156,000)	Apple Valley Library construction funds expended 2002-03.
Vehicles	(32,000)	No vehicle purchases planned in 2003-04.
Transfers	36,755	GASB 34 acounting change (EHAP).
	(16,118)	Reduction in rent due to termination of old Apple Valley Branch leased building.
	(250,000)	One-time donation used in 2002-03 to reimburse A & E for construction costs related to the Apple Valley Branch Library.
	(229,363)	
Reimbursements	3,970	Reduced reimbursements for Recorder's services & space rent.
	53,000	Projected reduction in CDBG Grant funding.
	51,758	Reduced amount from trust fund for Bloomington Library.
	108,728	
Total Appropriation Revenue	(969,091)	
Current Services	241,369	Additional revenue the result of the Board approved increases in fines for overdue books and audio-visual materials.
State, Fed or Gov't Aid	(729,664)	Reduction is mainly the result of less revenue from the State Public Library Fund.
Other Revenue	(250,000)	One-time Apple Valley library contribution expended in 2002-03.
	11,000	Big Bear Library utility reimbursement.
	(80,000) (310,141)	Reduction in E-rate reimbursement . Reduction in First Five Grant (formerly Children & Families Commission LITE Program Grant).
	(20,000)	Projected reduction in Friends of the Library donations.
	(48,000)	HSS space reimb was incorrectly listed in both 9970 (Revenue) and 5013 (Reimbursements) in
	(007.111)	2002-03.
	(697,141)	
Total Revenue	(1,185,436)	
Other Financing Sources	(12,000)	Less revenue from the Co. General Fund as a result of the Board approved 4% cost reduction plan.
Total Financing Sources	(1,197,436)	
Fund Balance	228,345	